



EXTERNAL STUDIES

*"A PROGRAM FOR
INDEPENDENT LEARNING"*

Continue with your job *and* your
education!

WHAT IS "EXTERNAL STUDIES"?

The External Studies Program provides college credit courses that fit the realities of adult life: time and place constraints, responsibilities at home and at work, and the need for career-related learning. Courses are specifically designed for independent study. The program requires completion of the course within five months from the date of your enrollment. Examinations are given at the LRC (Library) on campus. Conferences with your instructor may be scheduled at your convenience.

WHO MAY ENROLL IN EXTERNAL STUDIES?

Anyone living in DCCC's service area may enroll in External Studies. This includes the following communities:

Arnold, Ashland, Bazine, Beeler, Bellefont, Belpre, Bloom, Brownell, Bucklin, Centerview, Cimarron, Coldwater, Copeland, Dodge City, Englewood, Engsign, Fellsburg, Ford, Fort Dodge, Fowler, Hanston, Ingalls, Jetmore, Kingsdown, Kinsley, Lewis, Minnola, Montezuma, Mullinville, Ness City, Offerle, Protection, Ransom, Sitka, Spearville, Trousedale, Utica, Windhorst, and Wright.

HOW MUCH DOES IT COST?

Tuition for External Studies is \$22.00 per credit hour. The incidental fee for each course is \$10.00. The cost of books differs with each course. All tuition and fees are due at the time of enrollment.

You may enroll in External Studies anytime throughout the year. Write: External Studies, Peggy Church, Director, DCCC, 2501 North 14th Avenue, Dodge City, Kansas 67801; or call: External Studies (316) 225-1321, Ext. 222; or call toll-free in Kansas, 1-800-742-9519 for more information.

EXTERNAL STUDIES CLASSES:

AG 257	Genetics	3
AH 140	Basic Nutrition	3
BUS 103	Principles of Management	3
BUS 110	Elem. Typewriting I	3
BUS 111	Typewriting II	3
BUS 210	Typewriting III	3
BUS 115	Office Records Management	2
BUS 116	Bookkeeping I	2
BUS 117	Bookkeeping II	2
BUS 120	Shorthand I	3
BUS 121	Shorthand II	3
BUS 130	Accounting I	3
BUS 131	Accounting II	3
BUS 141	Business Machines	3
BUS 144	Business Math	3
BUS 299	Computer Prog.- Business App.	3
AC 146	Intro. to Data Processing	3
SEC 221	Intro. to Word/Info. Process.	3
ENG 101	Preparatory English Comp.	3
ENG 102	English Composition I	3
ENG 091	Reading Improvement II	3
MATH 100	Basic Applied Math	3
MATH 090	Elementary Algebra	3
MATH 091	Intermediate Algebra	3
MATH 101	Modern College Math	3
MATH 106	College Algebra	3
MATH 110	Trigonometry	3
CS 110	Computer Appreciation	3
CS 115	Intro. to Comp. & Their Appl.	3
GOV 101	Am. National Government	3
PSY 101	General Psychology	3
PSY 102	Human Growth & Dev.	3
SOC 101	Principles of Sociology	3
HIST 101	American History I	3
HIST 102	American History II	3
HIST 103	Survey of Western Civ. I	3
HIST 104	Survey of Western Civ. II	3
ECON 101	Principles of Economics I	3
ECON 102	Principles of Economics II	3



Dear Student,

If you have questions about External Studies, or would like information about DCCC's Peer Tutoring Program (which is FREE!) or about the many other opportunities available to adult or part-time and full-time students, call for an appointment to stop by the Learning Resource Center to discuss your needs: External Studies (316) 225-1321, Ext. 222; or call toll-free in Kansas, 1-800-742-9519.

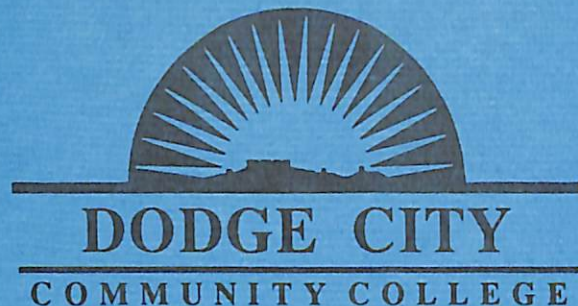
Sincerely,

Peggy Church

*Peggy Church,
Director of Academic
Enrichment Center*

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